

# RECORD OF PROFESSIONAL DEVELOPMENT

Name (Last, First, MI):

SS#:

Rank:

See Instructions on page 2 for completion of this form.

Key Word(s) (see instructions)	Descriptive Title and Institution and/or Location of Activity	Qualification, Cert., Grade or N/A	Date Completed

Member Signature\*:

Date Submitted:

Commanding Officer Signature\* (required)

Date Approved:

\* By signing above both Member and Commanding Officer certify that all information submitted in this form is accurate and correct based on actual achievements by the member.

### PRIVACY ACT STATEMENT

In accordance with 5 USC 552a(e) (3), The following information is provided to you when supplying personal information to the U. S. Coast Guard.

1. AUTHORITY which authorized the solicitation of the information: 14 USC 633.
2. PRINCIPAL PURPOSE(S) for which information may be used:
  - (1) Factor in selection for promotion.
  - (2) Factor in duty assignment.
  - (3) Factor in selection for post graduate or specialized training.
3. The ROUTINE USES which may be made of the information: Same as above.
4. Whether or not DISCLOSURE of such information is mandatory or voluntary and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of the information is voluntary, but is encouraged. Non- disclosure may result in the possibility of diminished chances for selection for promotion or advanced education, or narrowed duty assignment options.

### INSTRUCTIONS

1. Submit this form to the Commander, U.S. Coast Guard Personnel Command (Records Branch). Only one signed original is needed. Signature approval from the commanding officer is required.
2. Only official transcripts or certified copies of transcripts will be accepted. No other attachments are authorized.
3. Complete the form using the following authorized key word(s). Note: Use the provided examples to determine key word(s).

KEY WORD(S)	DESCRIPTIVE TITLE EXAMPLES (NON-INCLUSIVE)
UNDER GRAD DEGREE	
GRAD DEGREE	
ACADEMIC COURSES	
CG COURSES*	
CERTIFIED COURSES*	
DOD COURSES*	
QUALIFICATIONS*	
LICENSE	
PUBLISHED ARTICLE	
PROFESSIONAL SEMINAR	
LANGUAGE PROFICIENCY	

\* Course work NOT documented in Administrative Remarks, DUINS OER, or OER